

DDH-86-0530

DDA REGISTRY

FILE: 18-3

ROUTING AND TRANSMITTAL SLIP

Date

28 MAR 86

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DIRECTOR OF TRAINING AND EDUCATION

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EO/DDA 7D18 HQS

Phone No.

5041-102

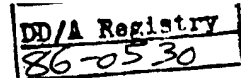
* U.S.G.P.O.: 1983 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
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UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S. C. 29208

College of Business Administration
Charles E. Daniel Center for Management Education

March, 1986

Management Center
Office of the Director
Telephone (803) 777-2231

Dear Manager:

In May we will sponsor four outstanding professional development seminars in Washington. They are designed for managers, executives and other decision makers, and feature instructors in our 1986 Distinguished Speaker Series.

Each seminar leader has a solid reputation for professionalism and has received rave reviews in previous Center-sponsored seminars. I hope you will consider attending, along with other members of your management team.

PERSONAL PRODUCTIVITY UNDER PRESSURE, April 29, will be conducted by Ken Wydro, management training consultant and communications specialist, who will show you how to maintain efficiency in high pressure situations -- and how to be more receptive, more objective, more creative and more pleasant to be around.

PEAK PERFORMERS: THE NEW HEROES OF AMERICAN BUSINESS, May 20, features Dr. Charles Garfield, who has coordinated an unprecedented 18-year study of high achievers. What he has to say is fascinating, motivational and very effective.

THE SUCCESSFUL NEGOTIATOR, May 21, is a fact-filled seminar led by Dr. Robert Rutherford, former director of Executive Education at UCLA. He has helped professionals master the skills of negotiation for many years. Whatever your negotiation skills or needs, he will help you.

GIVING AND TAKING CRITICISM AND MANAGING ANGER, May 22, is based on two excellent books, one a bestseller and the other a recent release already in its fourth printing. Author Hank Weisinger will explain how to put criticism to work for you -- and not against you -- and will show you how to work out anger, a roadblock to personal and organizational success for many people.

Thank you for your consideration.

Sincerely,

John F. Willenborg
Dr. John F. Willenborg
Director

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Enclosures

P.S. Please note the discounted fees for team attendance. Added value accrues when you can discuss seminar topics with colleagues!